P 2-11

App F.IX-4] WD2239.B490.

1925-26 File No. 96-25

Previous References. (Muzrai) Serial Nos.

Later references.

(b)

GENERAL & REVENUE SECRETARIAT

Serial Nos. 1

Part B for October 1925

SUBJECT

re Submission of full reports to avoid the large number of "Sus" cases in the Secretariat as observed by Dewan in his inspection notes of the Secretariate on 18th inst 1925.

DR 382 dated 3.10.25. To the Dy. Comr

~~Ordered to be recorded~~

Requests that a circular letter may be addressed to the Dy. Comrs of Districts in the matter

2 AUG 1925

BRIEF NOTES OF INSPECTION OF THE SECRETARIAT BY THE DEWAN ON THE 1ST JULY 1925

In the Military Branch, about 290 files were dealt with during the last year. Most of these relate to grants of land to Military men and delay in several instances was noticed. Deputy Commissioners should be regularly reminded.

The Chief Secretary is requested to investigate if the Palace and Political Section may with advantage be included in the Confidential Branch as it deals with important correspondence with the Residency and the Palace and submit a note.

3. Local Self-Government Branch.

The Branch has a strength of eleven hands excluding the Superintendent and two Typists, of whom seven are in the First Division and the rest in the Second. There are three sections, Municipal and District Fund, Medical and Sanitary. The division of work in the Local Self-Government Section is according to Districts and not according to subjects dealt with. This is a very inconvenient arrangement as every clerk is expected to be familiar with all the classes of cases relating to their respective Districts and the result is a want of specialisation and uniform inefficiency. This arrangement also makes for difficulty in supervising every clerk's work and must cease. The receipts and issues in this Branch are 8,373 and 9,254, while the total file headings are only 469 for the whole year of 1924-25. The total number of Sus Cases in this Branch is 272, which is very large. These figures show that a lot of unnecessary correspondence goes on in this Branch and that supervision is lacking.

The Dewan next inspected the files relating to Audit Reports of the accounts of the several local bodies. The special audit staff of the Comptroller has a definite programme for taking up the audit of the various bodies but the replies to audit reports are mostly overdue. Reminders are sent by the Comptroller to the various bodies through the Government. This procedure does not check delay. Once the audit reports are issued, this Branch should take up the work of reminding the local bodies under its control and expedite the replies. At present there is no proper system of reminders for speeding up this important work. The Dewan then inspected the Sus Cases of the Local Boards Section, numbering 265. The files show that the system of indiscriminate linking of remote subjects has led to a lot of delay, *e.g.*, the vaccination question in Sira. This file has been linked to the general question of the supply of serum and is unnecessarily delayed. Particular and general questions should not be confused in this manner. A general order seems necessary forbidding the practice of linking up files without the orders of either the Members or the Dewan.

Secretaries are requested to bring to the notice of the Dewan and the Members every such case of linking for orders. Another bad case of linking up which came to the Dewan's notice is one relating to Lady Medical Officers. Three separate questions are confused in this file. In the Medical Branch the number of Sus Cases is 27 of which one relating to the Draft Medical Code is pending from 1911. The progress in the matter of issuing the budgets of local bodies is very slow. A weekly progress report should be sent to the Dewan specially till all the orders are issued. The budget of the Mysore District Board has been received a month ago and has been taken home by the clerk, apparently without any permission from the Assistant Secretary.

The work of this Branch is very unsatisfactory, and unless improvement is shown notice will have to be taken of the Superintendent.

(4) Protection Branch.

This Branch has a strength of six first Division and five Second Division Clerks with two typists. The Superintendent and two clerks were on leave on the date of inspection. The Branch has seven sections. The receipts and issues number 5,581 and 7,033 while the total file-headings are 845. The number of cases pending is 114 while as many as 123 cases are in Sus list.

The Dewan inspected the work of the two clerks recently transferred from this Branch to the Secretary, Legislative Council and Representative Assembly. The file headings of the L. C. Clerk are 57 for the year 1924-25 while they were 433 for the previous year. The main cause for this decrease is that much of the work done by this clerk is now being dealt with by the Secretary L. C. The Dewan looked into the subject of the file-headings for the year 1924-25 and was of opinion that much of the work should go to the Secretary, Legislative Council. The Economic Conference Clerk had only 30 files to deal with in 1924-25. There is not enough work for this

clerk. He is said to be doing compilation work also. This work consists of compiling the rules framed under the various Acts in force, reprinting exhausted volumes of the Mysore Code, maintenance of an up to date List of Enactments in force and printing of "A" files relating to legislative measures. The work was taken up in 1919 and under the first item mentioned above, three volumes of rules have been issued bringing up the work to 1,900. The fourth volume up to 1912 is under print and the fifth upto 1918 under compilation. The work is no doubt important but it should be possible to do it as part of the normal work of the Branch with a little readjustment.

In the Legislative Branch, there were 51 file headings of which 139 were opinion cases. All this work is done by the Secretary personally. There were 11 cases on the Sus List of which No. 1 relating to a suit notice is pending from March 1925. The Dewan next inspected the section dealing with suits against Government in 1924-25, 52 suits were filed against Government of which 24 are pending. But there is no special register kept for watching the action taken in these suits. A register of suit notices is said to be kept in the General Miscellaneous Section, under the Chief Secretary as he receives all notices on behalf of Government. The Dewan observed that this Branch should properly keep such a register as it deals with all the stages of its subsequent progress. The notices are sent to the Administrative Departments concerned for a statement of material facts. A time limit should be prescribed within which these statements should be prepared and submitted. On the termination of a suit, decrees are sent to the Departments concerned for execution in accordance with law. The responsibility of recovering costs also rests on the departments. But at the same time, the register kept in the Branch should show at a glance the stage at which every case is pending as it is mainly the business of this Branch to watch all such cases to a successful termination. The returns sent by the different Public Prosecutors club together with all kinds of cases filed and does not serve this purpose. A proper register should be devised for exercising close scrutiny over the execution of decrees and recovery of costs by the departments concerned.

In the Police Section as well as the Courts Section, the number of cases on the Sus list is large being 35 and 45. No. 94—24—6 relating to an enquiry into the conduct of Inspector Fida Hussein is pending from January. Personal cases of this kind should be expedited by stringent weekly reminders and there is no use in shelving them in Sus List. The reminder sheet should be scrutinised by the Assistant Secretary every week and heads of departments should be reminded demi-officially if necessary.

(5) Education Branch.

This Branch also includes the Central Recruitment Board Section and has ten clerks and two typists. The receipts and disposals are 4,786 and 7,535 while the total number of file headings is only 213. The number of Sus Cases is 342 which is very large. This shows that a lot of unnecessary correspondence goes on in this Branch also without any definite purpose. The Dewan inspected in detail some of the Sus Cases. There are four pending in respect of 1923-24 No. 168 the oldest relating to the audit of accounts of the Government Book Depot, pending from 17th November 1923. The last reminder was sent on 25th June 1925. The last inspection of the Branch seems to have been conducted by the Assistant Secretary on the 29th June 1925. The Dewan also observed with reference to Sus cases 171,205 and 175 that additional information had been called for from the Inspector-General without the approval of the Chief Secretary. The duty of sending intermediate references without authority of Secretary should not be exercised. The receipts and issues in the Central Recruitment Board Section were 1405 and 2205. The number of vacancies advertised was 1406 for which 9272 applications were received in the period from July 1924 to May 1925. Reports relating to 783 appointments have been received in the Section.

(6) Office of the Secretary, Legislative Council and Representative Assembly.

The Secretary has one Superintendent and three clerks and two more have recently been tranferred to work under him. There is no distinct distribution of work. There are no cases pending but 25 are in Sus List. No arrangements for recording seem to have been done in this Office. The Secretary is requested to give his immediate attention to this work.

The room allotted for this office seems to be too small to accommodate the six hands.

(7) INDUSTRIES AND COMMERCE BRANCH.

This Branch has a Superintendent and sixteen hands and seems to be overmanned. The receipts and issues were 6,438 and 8,693 for the whole year while the number of file headings opened was 1,754. The number of Sus cases is 191.

The Chief Secretary is requested to examine the receipts and issues of every section of the Secretariat and investigate if all the hands have sufficient work and whether any re-adjustments are possible for a more even distribution of work.

(8) REVENUE BRANCH.

The receipts and issues in this Branch are 6,925 and 7,653 and the file headings are 509. The Branch has a strength of 14 excluding the Superintendent.

The Dewan inspected the file relating to the fodder supply advances in the year 1924-25. It is necessary to take immediate action to close accounts finally.

(9) GENERAL.

Figures are appended showing the receipts and issues of the several Branches for the last three years. The work in the Secretariat has decreased in volume. With this decrease however, there is no corresponding improvement in efficiency and despatch of work.

The main defects in the working of the Secretariat as noticed by the Dewan come under the following heads:—

Careless and slovenly arrangement of papers. This has been the cause of many of the files having gone astray. Some have been even mislaid and cannot be traced.

The rules relating to the sticthing of the papers chronologically are not followed.

The clerks are allowed to take files from the Secretariat to their homes.

The rules regarding reminders are not followed and the work relating to the issue of reminders has become a matter of more routine. The Superintendent never supervises the issue of such reminders nor does the Assistant Secretary check the pendency.

In a very large number of cases much unnecessary correspondence is carried on without the authority of superior Secretariat Officers. Examining Statement B attached to this Note, it will be observed that except in two sections, the issues are considerably greater than receipts.

The Sus Lists are not properly checked with a view to bring important files to disposal under the orders of the Secretaries concerned.

Many important subjects get mixed up with particular questions owing to the habit of linking up files which really is done with a desire to burke delays.

There is no intelligent discrimination of subject matters comming up for decision and far too much scriptory work is indulged in by all sections in the Secretariat.

The five days rule after receipt of a paper is not obeyed and the rule relating to the monthly inspection by the Secretaries concerned is not also strictly followed.

The General and Miscellaneous Branch is susceptible of reduction. So also is the Industries and Commerce Branch.

The Local Self-Government Branch is the worst in point of efficiency in the Secretariat at present. Both the Assistant Secretary and the Superintendent will have to be warned if no immediate improvement is effected in the work of this Branch.

In spite of the fact that the Law Department now requires careful supervision, much of the work relating to this Department specially suits and execution proceedings is not properly supervised. The opinion files should be dealt with in a Confidential manner. The Registers should be re-modelled and properly authorized as some of them are maintained without any authority and serve no useful purpose in checking arrears or watching legal proceedings in which the Government are interested.

The Palace and Political Section should be amalgamated with the Confidential Section.

The Chief Secretary will go into the whole question of the present organization of the Secretariat including the distribution of work and responsibilities among the Assistant Secretaries, distribution of the total number of Superintendents in the various sections and the number of hands now employed, and submit definite proposals for readjustment and re-distribution of work to ensure greater promptitude and better efficiency in the Secretariat.

A. R. BANERJI,
Dewan of Mysore.

STATEMENT A.

Statement showing the number of receipts and issues in each Branch of the General and Revenue Secretariat, for each of the years 1922-23, 1923-24, 1924-25.

Serial No.	Name of the Branch	1922-23		1923-24		1924-25	
		Receipts	Issues	Receipts	Issues	Receipts	Issues
1	Revenue ...	8,397	5,983	5,762	6,747	6,925	7,653
2	Muzrai ...	2,342	3,106	2,383	1,880	1,907	1,878
3	Local Self-Government ..	6,669	8,455	7,067	9,971	8,373	9,254
4	Industries and Commerce	5,854	7,864	5,756	7,984	6,438	8,693
5	Protection ...	6,326	11,762	5,508	6,965	5,581	7,033
6	Financial ...	7,985	7,880	7,714	7,256	8.680	7,174
7	General Miscellaneous ...	5,636	11,012	6,904	15,671	5,834	9,832
8	Education ...	3,978	6,634	4,026	6,697	4,786	7,535
9	Confidential ...	2,618	5,712	2,006	3,778	2,501	3,264
10	Office Branch ...	4,542	5,540	4,571	2,953	4,370	3,284

STATEMENT B.

Statement showing the number of clerks and the number of receipts and issues in each Branch during the year 1924-25.

Name of the Branch	1st Division clerks	2nd Division clerks	Typists	Total	Receipts	Issues	Remarks
1. Protection ...	6	5	2	13	5,581	7,033	1 Typist extra
2. Education including Central Recruitment Board.	5	5	2	12	4,786	7,535	1 First Division extra
3. Local Self Government.	7	4	2	13	8,373	9,254	1 Typist extra
4. Financial ..	7	5	2	14	8,680	7,174	.....
5. Office Branch ...	3	4	1	8	4,370	3,284	.....
6. Industries and Commerce including Iron Scheme.	8	6	2	16	6,438	8,693	.....
7. Revenue ..	7	5	2	14	6,925	7,653	1 Typist extra
8. Muzrai ..	3	2	1	6	1,907	1,878	2 2nd Division less 1 1st Division extra against.
8. General Miscellaneous.	6	7	3	16	5,834	9,832	1 2nd Division extra
10. Confidential Branch.	2	2	1	5	2,501	3,264	Do This includes receipts and disposals in the Council Section also.

W D 147—GPB—50—5-8-25.

GEN. SECRETARIAT.
1 SEP 1925
MUZRA

General remarks observed by the Dewan in his Inspection Notes of Secretariat on 1st July 1925.

Personal cases.

Secy's. Order.
Note.

1. Personal cases should not be kept on suspense without being brought up for disposal without delay and should be expedited by stringent weekly reminders. The reminder sheet should be scrutinised by the Assistant Secretary every week and Heads of Departments should be reminded demi-officially if necessary.

Incomplete reports.

Draft.

2. Re - incomplete reports - A circular letter should be addressed to all Heads of Departments pointing out the delay caused by the submission to Government of incomplete reports.

Linking up files.

Note.

3. A general order seems to be necessary forbidding the practice of linking up files without the orders of either the Members or the Dewan. Secretaries are requested to bring to the notice of the Dewan and the Members every such case of linking for orders.

Fodder supply accounts.

Asst. Secy. Rev. Note

4. It is necessary to take immediate action to close accounts finally. (24-25)

Progress of work in Secretariat.

The work in the Secretariat has decreased in volume. With this decrease however, there is no corresponding improvement in efficiency and despatch of work.

Main defects.

Careless and slovenly arrangement of papers. This has been the cause of many of the files having gone astray. Some have been even mislaid and cannot be traced.

Secy's order.

Superintendent of Branch will be held personally responsible for this.

2. The rules relating to the stiching of the papers chronologically are not followed.

Note.

3. The clerks are allowed to take files from the Secretariat to their homes.

4. The rules regarding reminders are not followed and the work relating to the issue of reminders has become a matter of more routine. The Superintendent never supervises the issue

Note.

of such reminders nor does the Assistant Secretary check the pendency.

5. In a very large number of cases much unnecessary correspondence is carried on without the authority of superior Secretariat Officers. Examining statements B attached to the Note, it will be observed that except in tv sections, the issues are considerably greater than receipts.

Note.

If a reply is not received after 3 reminders, file should be put up before me for orders.

6. The Sus Lists are not properly checked with a view to oring important files to disposal under the orders of the Secretaries concerned.

I am looking into this.

7. Many important subjects get mixed up with particular questions owing to the habit of linking up files which really is done with desire to burke delays.

8. There is no intelligent discremination of subject matters coming up for decision and far too much scriptory work is indulged in by all sections in the Secretariat.

9. The five days rule after receipt of a paper is not obyed and the rule relating to the monthly inspection by the Secretaries concerned is not also strictly followed.

Action taken and orders obtained.

10. The Industries and Commerce Branch is susceptible of reduction.

Conclusion.

The Chief Secretary will go into the whole question of the present organisation of the Secretariat including the distribution of work and responsibilities among the Assistant Secretaries, distribution of the total number of Superintendents in the various sections and the number of hands now employed and submit definite proposals for a readjustment and redistribution of work to ensure greater promptitude and better efficiency in the Secretariat.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE,
GENERAL AND REVENUE SECRETARIAT.

No. 382-96-25-1

Dated, Bangalore, 3.10 1925

From B. Srinivasa Iyengar, Esq., B.A., B.L.,
Secretary to the Government of His Highness the Maharaja of Mysore
Revenue Department.

To
C.S. Balasundaram Iyer, Esq., B.A.,
Muzrai Commissioner in Mysore, Bangalore.

Sir,

It has been found that the number of "SUS" cases in the Secretariat is large owing to the inordinate delay in the submission of reports called for. The forwardal of incomplete reports entails besides unnecessary correspondence. I am desired to request you, therefore, that a circular letter may be addressed to the Deputy Commissioners of Districts that in cases requiring orders of Government, full and complete reports should be submitted to enable Government to pass orders without further correspondence.

I have the honor to be,
Sir,
Your most obedient servant,

Secretary to Government,
Revenue Department.

To The Mus Cor

Sir,

It has been found that ~~often~~ ~~there~~ immediate & avoidable delays occur in ~~forming~~ ~~forwarding~~ the final disposal of cases by Govt in consequence of reports not containing sufficient information to enable necessary further correspondence. This should be avoided by instructing upon the Dy Comrs & other local officers submitting complete reports in cases requiring orders of Govt.

I am directed that a Circular letter may be addressed to the Dy Comrs of Dists ~~in the~~ Taluk in cases requiring ~~subject~~ orders of Govt, ~~& that~~ full & complete reports ~~on all the pertinent points~~ shall be submitted, & that pts to be ~~observed~~ in passing bills and further correspondence

Memo: of this case is to be sent to Taluk is kept among the immediate duty in the Collectorate appeal-called Opn. Memo is to be forwarded with complete report & details bearing on correspondence

Please &c

R

1/10

Revenue

25.9.25.

Ed

27/9/25

Rev-Dep)

Mem is to be forwarded

27/9/25

App. F. VI-G1.]

B650

SUBJECT

Diary No of letter replied to

General and Revenue Secretariat

(May)

, the 192

Date of issue

Signed by

This is subd with refce to the Dewan's disposition Notes -

SD
15/9/25

List of enclosures -

Copied by

Examined by

Section

File No.

Serial No.

No.

To The Mly: Comr. in Mysore, Bangalore.

Sir,

I am directed to point out that most often delay in the disposal of cases occurs by the submission to Govt. of incomplete reports ~~which Govt. receive from you from the Dy. Comrs of Distts~~ and the consequent correspondence that ensues in the matter and to request, therefore, that complete reports on cases ~~subjected to~~ subd. to Govt. for orders may be sent up in future -

I have etc

Secretary
Revr Dept

SD
15/9/25

GENERAL AND REVENUE SECRETARIAT.

19 12.
(Luzon.)

File No. 686

Serial Nos. 6

Page 6

Papers Filed.

Month Nov 14.

SUBJECT.

Petition of the Municipal Council of Lucena praying Lands at Ingore Quinamanan Lucena, &c. to be exempted from Land Registration Court Expenses.

PREVIOUS REFERENCES.	LATER REFERENCES.
L. 62 - 12 - 14	

Asst Executive Officer
Records. 23 7-14